

<b>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</b> <b>HUMAN RESOURCES SHARED SERVICE CENTER</b>					
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>				1. Position No. <b>N010114</b>	
3. Reason for Submission <b>New</b>				2. Incumbency Allocation Only? <b>May be IAed</b>	
4. Employing Office Location <b>Washington, DC</b>		5. Duty Station <b>Ann Arbor, MI</b>		6. BUS Code <b>8888</b>	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <b>Exempt -Executive</b>		8. Financial Statements Required <b>OGE-450 Required</b>	
10. Position Status <b>Competitive</b>		11. Supervisory Status Code <b>5 - Management Official</b>		9. Cybersecurity Code a. <b>000</b> b. _____ c. _____	
12. Competitive Level Code		13. Competitive Area		14. Drug Testing <b>No</b>	
15. Extramural % <b>&lt;25%</b>		16. Functional Class Code <b>92</b>		17. Medical Monitoring <b>No</b>	
18. Position Sensitivity <b>Non-Sensitive</b>		19. Security Clearance <b>0 - Not Required</b>		20. Position Risk <b>3 - High</b>	
21. Emergency Essential <b>No</b>		22. Developmental Position <b>No</b>		23. Full Performance Level <b>14</b>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation <b>Environmental Policy Analyst</b>		<b>Environmental Policy Analyst</b>		<b>GS</b>	<b>0101</b>
25. Organizational Title of Position (if different from official title) <b>Senior Policy Advisor</b>		26. Name of Employee (if vacant, state such) <b>Staci Gatica</b>			
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code <b>EP</b>		1st Tier Org Description <b>US EPA</b>			
b. 2nd Tier Org Code <b>L0000000</b>		2nd Tier Org Description <b>Office of Air and Radiation</b>			
c. 3rd Tier Org Code <b>LC000000</b>		3rd Tier Org Description <b>Office of Transportation and Air Quality</b>			
d. 4th Tier Org Code <b>LCC00000</b>		4th Tier Org Description <b>Transportation and Climate Division</b>			
e. 5th Tier Org Code		5th Tier Org Description			
<b>28. Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>Karl Simon, Director, TCD</b>			b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Sarah Dunham, Director, OTAQ</b>		
Signature <b>Karl Simon</b>		Digitally signed by Karl Simon Date: 2021.11.15 12:46:38 -05'00'		Signature <b>SARAH DUNHAM</b>	
Date <b>3/14/22</b>		Digitally signed by SARAH DUNHAM Date: 2021.11.16 12:32:25 -05'00'		Date	
<b>29. Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <b>Tina Mak, Supervisory HR Specialist</b>			30. Position Classification Standards Used in Classifying/Grading Position <b>Policy Analysis Grade-Evaluation Guide TS-52 March 1981</b>		
Signature <b>smak</b>		Date <b>3/14/22</b>		Signature	
31. Remarks  <b>Code 5 Management Official. Exempt from BU.</b>					
<b>21 2432676</b>					

**NOTE:** DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

# ENVIRONMENTAL POLICY ANALYST

## GS-0101-14

### INTRODUCTION

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Transportation and Climate Division (TCD).

OTAQ conducts the Federal government's principal programs to control air pollution from transportation sources. The Office's primary responsibilities include developing national regulatory programs to reduce mobile source related air pollution and greenhouse gases; evaluating emission control technology; testing vehicles, engines, and fuels; and determining compliance with Federal emissions and fuel economy standards. Its subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines, and fuels, and by developing rules, regulations and standards for the various emission reduction, control, and enforcement acts. OTAQ is divided geographically between two locations: The National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan, and EPA Headquarters in Washington, D.C.

TCD is responsible for coordinating OTAQ's strategic climate programs taking into account local, national, and international considerations; implementing programs required by the Clean Air Act to be included in State Implementation Plans addressing the impact on air quality of in-use vehicles and transportation systems; implementing programs and distributing Congressional funding to address criteria and GHG emissions from vehicles in the U.S. legacy fleet; assisting our nation's ports to promote sustainability, healthier air, and reduced climate emissions; developing policies and analyses regarding future transportation trends and impacts, and analyzing regulations and national policy issues concerning vehicles and fuels pathways.

The Senior Environmental Policy Analyst oversees the strategic and operational matters of TCD, reporting directly to the Division Director. The incumbent may work in either Ann Arbor, Michigan or Washington, D.C.

### MAJOR DUTIES AND RESPONSIBILITIES

This employee is a confidential advisor to the Division Director and to the managers of key division functions, such as policy development, infrastructure, oversight, and operations management. As a Senior Policy Analyst, the incumbent provides high-level policy and oversight expertise relating to the Division's environmental protection programs and serves as a liaison to other Offices and programs both inside and outside of the EPA.

#### Duty 1

45%

**Serves as a Senior Policy Advisor to the Division and Deputy Directors on the full range of issues addressed by TCD's technical, policy, and legal staff.** Independently develops, designs, and evaluates research studies, programs, and policies across the division, incorporating the work of various EPA experts, national experts, and international experts to develop the Division's response to climate adaptation work. Assignments involve the full range of programmatic and policy issues

associated with the impact of the transportation sector on climate change. Incumbent will use the work and findings of TCD and OTAQ to consolidate final products that can be approved by the Senior Leadership Team (SLT). Incumbent will assess complex, diverse circumstances that involve major areas of uncertainty in approach or interpretation based on technological developments, controversial and high-profile environmental policy trajectory of the nation, and conflicting interests and ideas. Incumbent will analyze problems such as the economic constraints experienced by regulated entities, industry's interaction with and use of state-of-the-art technologies and methods aligned with GHG and criteria emissions reduction. The work of the incumbent includes formulating highly complex projects, resolving critical problems, and developing new theories, all of which directly support the development and implementation of national programs with substantial impact on the economy, environment, and human health.

Evaluates the overall work and mission of the Division for compliance with Federal and Agency goals and recommends changes and new approaches as needed including but not limited to FMFIA and NPM guidance development. Provides support to the Division and Deputy Directors in the planning, development, and execution of programs; establishes strategic goals and interim objectives for those programs; confers with key Agency officials to determine cross-program requirements; develops solutions to complex project issues that are acceptable to all parties; and integrates work across teams and divisions.

Plans, develops, and implements TCD's Environmental Justice strategy, which includes ensuring the EJ-focused priorities of the Bipartisan Infrastructure Law's Clean School Bus program are addressed, including prioritizing grants to high-need local education agencies that will benefit communities that have been historically underserved. The employee will coordinate with OTAQ's EJ mission, OAR's EJ Coordinator, the Office of Environmental Justice, and prominent external stakeholders that are established EJ leaders nationally.

## **Duty 2**

**30%**

**Represents the Division Director as a spokesperson and advocate for the activities, programs, and goals of the Division.** Independently leads the Division's efforts to develop and manage external relationships and consensus-building initiatives; ensures Division projects include outreach strategies and that inter-Agency cooperation and communications are maintained. Develops, implements, coordinates, and represents TCD's engagement with the Office of Research and Development, considering OTAQ's priorities and national and international technical work in associated areas. Represents TCD in coordinating and interacting with the Office of Research and Development with senior management throughout OAR; advocates for prioritization of research planning and activities that will inform and benefit TCD programs and objectives. Manages TCD's role in multi- and bi-lateral international coordination, including but not limited to SmartWay international coordination, and maritime decarbonization efforts that leverage TCD programs like the EPA Ports Initiative. Prepares position papers, testimony, reports, and other materials for use by the Division Director, Office Director, the Assistant Administrator, and other Agency officials to communicate to other Federal officials, congressional staff, manufacturers, special interest groups, and state, local and foreign governments. This position independently communicates with these contacts to negotiate on behalf of OAR and the agency.

## **Duty 3**

**25%**

**Serves as confidential management advisor to TCD's Division Director and Deputy Director.**

As the Division's approving official for financial transactions, oversees grants, purchasing, and acquisition activities. Develops and conducts studies and audits to ensure Division's management of extramural resources, including the Diesel Emissions Reduction Act (DERA) grant program (\$80-\$200M annually) and the \$5 billion Clean School Bus program appropriated through the Bipartisan Infrastructure Law, complies with applicable laws, regulations, and policies. Interfaces with the Office of Inspector General on all audits and investigations. Leads TCD managers in development and execution of divisional strategic planning, including integration of detailed center-specific plans into the broader TCD strategic plan and consistent with OTAQ, OAR and Agencywide planning and priorities. Plan, develop, justify, and execute budgets and operating plans for the Division including COOP activities; manages FTE (full-time equivalent) and human capital strategies to ensure human resources are aptly matched to tasks and projects to maximize effectiveness and accomplish Division goals.

**FACTOR LEVEL DESCRIPTIONS**

**KNOWLEDGE REQUIRED**

**Factor Level 1-8 (1550 points)**

Expert knowledge of national environmental laws and regulations (law, public policy), industry (economics, business, marketing), and politics (communications, outreach, governments at various levels), and programmatic and personnel supervision.

Mastery of the body of knowledge pertinent to the technical, policy, and economic issues related to transportation programs affecting criteria air pollution and greenhouse gases (GHG), with a focus on vehicle, engine, and fuel technology pathways. The employee must have a broad understanding of mobile source programs and their impact on air quality, along with a deep understanding of the processes of regulatory development.

Expert knowledge of climate-related theories and developments; current and historic EPA climate policies; programs and work of other divisions in OTAQ; science and technology associated with mobile source emissions; and knowledge of Federal, State, and local laws and regulations which pertain to OTAQ's testing and reporting requirements and which guide the Division's decisions and positions. This knowledge set entails mastering Agency principles, concepts, practices, and methods, which enables the incumbent to anticipate future issues and address major problems not susceptible to treatment by typical methods; significantly changing or expanding important Agency/national and international policies and programs; and understanding the philosophy underlying environmental regulation and ensure it is applied throughout the range of TCD work.

Mastery knowledge of environmental, organizational, and management principles; administrative programs and procedures; and constraints associated with budget formulation, resource management, oversight, planning, contracting, and procurement. This includes an expert ability to organize, coordinate, and develop strategies concerning the work of the Division and a demonstrated ability to generate new concepts, principles, and methods in the field of environmental administration.

Mastery knowledge of OTAQ-regulated industries and technologies; intergovernmental relations; and mobile source, climate, and economic issues related to trade and environmental protection.

Professional communication skills sufficient to justify, defend, inform, or negotiate in representing TCD in obtaining or committing resources, and in gaining compliance with established policies or regulations.

## **SUPERVISORY CONTROLS**

### **Factor Level 2-4 (450 points)**

The Senior Policy Advisor is a recognized authority within the Agency regarding the interpreting, drafting, and application of regulations. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The employee typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

## **GUIDELINES**

### **Factor Level 3-5 (650 points)**

The Senior Policy Advisor extensively interprets broadly stated guidelines in an advisory role to OTAQ and TCD. Though broad, these guidelines are often highly technical and include legislation, such as the Clean Air Act, and the Energy Policy Act; regulations; standards such as the Renewable Fuel Standard and the National Ambient Air Quality Standards; court cases that are often only tangential to the issue at hand; broad policy statements; and professional literature.

The Senior Policy Advisor is recognized as an experienced authority in the use of judgment and discretion to interpret and adapt guidelines and to develop hypotheses and approaches not previously reported in the literature of the field. Methods and procedures developed are often used as precedents for rulemaking elsewhere in the Agency and in external organizations.

## **COMPLEXITY**

### **Factor Level 4-6 (450 points)**

The position requires tested depth and breadth of knowledge, ability to command numerous interrelationships, complex variables, and the invention of new theories and methodologies. Assignments involve the full range of programmatic and policy issues associated with the impact of the transportation sector on climate change. Potential policy solutions involve application of leading-edge technologies and frequently require the application of technologies being developed but not yet commercially available. The incumbent's work may be precedent-setting and may affect regulatory decisions as well as external relationships and future efforts within the transportation industry.

Issues facing the incumbent will require probing undefined issues and programs that are continuously challenged. S/he will use the work and findings of TCD and OTAQ to consolidate a final product that can be approved by the Senior Leadership Team (SLT). The position has a strong impact on the future, adequacy, and uptake of TCD products. This division and its products garner a large proportion of the public attention received by the EPA. Problems include the economic constraints experienced by regulated entities, industry's interaction with and use of state-of-the-art technologies and methods aligned with GHG and criteria emissions reduction. These problems are often fluid and undefined at the outset.

The incumbent coordinates and presents policy, technical, and legal information to anticipate the direction of policy questions and hypothesize on the future role of TCD. In terms of making decisions

on next steps or determining the aim and extent of projects, the incumbent must assess complex, diverse circumstances that involve major areas of uncertainty in approach or interpretation based on technological developments, controversial and high-profile environmental policy trajectory of the nation, and conflicting interests and ideas.

## **SCOPE & EFFECT**

### **Factor Level 5-5 (325 points)**

The incumbent's work informs major national-level policy and regulations; guides state- and local-level programs attracting significant Congressional attention and controversy; and involves international efforts to reduce greenhouse gas and other vehicle-related emissions. The work of the incumbent includes formulating highly complex projects, resolving critical problems, and developing new theories, all of which directly support the development and implementation of national programs with substantial impact on the economy, environment, and human health. In addition, the testing and regulatory operations of the Division which this position oversees are used by international environmental organizations and foreign government leaders as an authoritative source and/or benchmark.

## **CONTACTS & PURPOSE OF CONTACTS**

### **Factor Level 6-3/7-3 (180 points)**

The incumbent at various times represents the Division or Office to a range of professional, political, industrial, environmental, regulatory, and administrative leaders in a moderately unstructured setting. Interactions require formal presentation of Agency positions and findings, as well as formal and informal discussions with scientific experts and concerned citizens or special interest groups who have diverse perspectives and opinions regarding environmental protection and the work of the Agency.

The incumbent presents, explains, defends, and secures cooperation with the program goals of the Division and Agency; this involves influencing and persuading industry leaders to adapt new technologies or comply with new rules, about which there exist skepticism and resistance. Contacts may also be used for the purpose of information exchange, consultation, negotiating settlement of differences, and resolution of technical or administrative issues.

## **PHYSICAL DEMANDS**

### **Factor Level 8-1 (5 points)**

Work is mostly sedentary. Typical office work requires occasional standing, walking, or bending. Domestic and international travel may be required.

## **WORK ENVIRONMENT**

### **Factor Level 9-1 (5 points)**

Work is performed primarily in an office environment with some travel required to attend meetings, symposia, and conferences. At times, the incumbent may visit a laboratory setting where normal safety precautions must be observed.


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**Total Points: 3615**

**GS 14 Point Range: 3605-4050**

**Environmental Policy Analyst GS-0101-14**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: EPA/OAR/OTAQ/TCD/IO	
Position Title: Senior Environmental Policy Analyst (GS-0101-14/15)	
Pay Plan/Series/Grade (Full Performance Level): GS/0101/14(FPL15)	
Service Agreement Number (SAN): BV53F0001	
Supervisor Name: Karl Simon	Supervisor Phone Number: 202-564-7918
Supervisor Signature: <b>Karl Simon</b>  Digitally signed by Karl Simon Date: 2021.11.15 12:45:32 -05'00'	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Tribal Government <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Business information as reported by the regulated industry which may be confidential		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

# Position Designation Record

Department Large Independent agency (1000 or more employees)  
Agency ENVIRONMENTAL PROTECTION AGENCY  
Supplemental Duty  
Position Title Environmental Policy Analyst  
Position Description  
Series and Grade/Pay Band GS-0101-14  
Position Description Number N010114  
Designator's Name & Title Katherine Murphy, HR Specialist (Classification)

## Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	High Risk	Tier 4	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	75
Adjusted Position Designation Points from Step 3	65

## Summary

### National Security

No national Security Duties

### Suitability

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	Moderate impact One or more of the following: <ul style="list-style-type: none"><li>• Mid-level management duties or assignments</li><li>• Assists agency rule-makers or policy decision-makers for significant public trust government programs in an influential way</li><li>• Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service</li><li>• Significant public contact about important government programs impacting the public's trust</li></ul>
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health	Moderate impact Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's



Duties	Degree of Potential for Compromise or Damage
and safety, transportation safety, environmental safety and hazard mitigation)	trust), such as: <ul style="list-style-type: none"> <li>• Performing inspections</li> <li>• Enforcing established standards</li> <li>• Providing regulatory advice and direction</li> </ul>
Protection of government funds for non-national security operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing significant personal gain	Moderate impact One or more of the following: <ul style="list-style-type: none"> <li>• Obligates, expends, collects or controls funds or items with monetary value over \$1 million, but under \$2 million, annually, where the ability to ensure effective oversight is limited; or \$2 million to \$10 million annually</li> <li>• Audits or analyzes budgets or other financial records, with potential for moderate impact on government programs or operations</li> <li>• Procures (or secures funding for) goods and/or services with monetary value exceeding \$2 million, but less than \$10 million, annually, the compromise of which could cause moderate impact on government programs or operations</li> </ul>
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Moderate impact Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to: <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	Moderate impact Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to: <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

## Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	Agency Impact <ul style="list-style-type: none"> <li>• Program operations affect only one agency. Misconduct or damage would have potential for a</li> </ul>

Program Scope and Impact	Impact
	local impact on the agency, and/or the individuals or private entities affected by the agency.
Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	<p>Limited or no supervision - ability to act independently in almost all areas almost all of the time</p> <ul style="list-style-type: none"> <li>Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.</li> </ul>

Designator's Name: Katherine Murphy, HR Specialist (Classification)

Designator's Signature: Katherine Murphy Date: 3/9/22